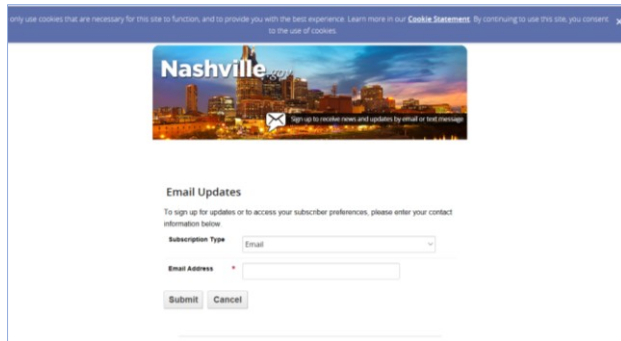


NAVIGATING HISTORIC OVERLAYS

How to stay informed
about Projects in Existing
Historic Overlays

Now that you have one of our 5 types of historic overlays, you may be interested in how you can stay informed about projects in your neighborhood.

RECEIVE AGENDA NOTICES



The screenshot shows a web browser window with a cookie consent banner at the top. Below the banner is a header image of the Nashville skyline with the word 'Nashville' in white text. The main content area is titled 'Email Updates' and contains a sign-up form. The form has a 'Subscription Type' dropdown menu set to 'Email', an 'Email Address' input field with a red asterisk indicating it is required, and 'Submit' and 'Cancel' buttons at the bottom.

<https://public.govdelivery.com/accounts/TNNASH/subscriber/new>

You can sign up on line to receive notices of any metro agenda, including historic zoning. When the agenda is posted each month, you will receive an email, letting you know its ready to be viewed.

60% of our permits are issued administratively, which means you will not see them on the agenda. This is for projects that both meet the design guidelines and meet the Commission's list of the type of projects they have "pre-approved." Administrative permits allow property owners to receive expedited permits for routine items without having to wait for the public hearing, such as: Demolition of non-historic accessory structures, appurtenances, additions, non-character defining features, structures that have become a major life-safety hazard and non-contributing primary buildings; new construction of some outbuildings, detached accessory dwelling units, rear additions, which are no wider and no taller than the primary building and no deeper than half the depth of the existing house and front additions to non-contributing structures; the addition of some solar panels, dormers, skylights and appurtenances, ridge raises; repairs and replacement in-kind; some signage, fences and permanent landscape features; and painting of masonry and metal.

APPOINT HISTORIC ZONING LIAISON



We recommend that every neighborhood with a historic overlay appoint a neighborhood liaison to work with our office. This person can be responsible for checking the agendas each month for anything that might be a concern of the neighborhood and calling our office for more information.

Everyone can sign up online to receive the agendas and us any time they have questions, but having a liaison might ensure that projects aren't missed.



NOTICE

Photo: Meg Garner, Nashville Business Journal

Generally speaking, projects going before MHZC are NOT noticed with signs or mailings. Meetings are noticed via the agenda posted online.

If someone is requesting a setback less than what bulk zoning allows, then the applicant is responsible for letting adjoining properties know about the request. This might be a letter on your door, a mailed letter, or a discussion.

The vast majority of Preservation Permits are projects that are by-right, meaning that they meet current zoning; therefore there is no notice beyond the agenda. For by-right projects outside of historic overlays, there is not notice at all. Mailed notices and signs in yards are for rezonings and for BZA requests. Think of it as a heads-up when someone is asking for something that they are not already allowed.

FIND PROPOSED PLANS ONLINE



<https://www.nashville.gov/Historical-Commission/About/Historic-Zoning-Commission/Meeting-Information/2020.aspx>

Our staff recommendations are posted online the Thursday before each meeting, which are on the 3rd Wednesday of the month.

Attached to each recommendation are the PROPOSED plans.

Recommendations are NOT decisions and do NOT reflect final decisions. They are simply a tool to assist commissioners with the review process.

FIND PERMITS ONLINE

Codes Permits Search

Below are the search fields which can be used to find permits and other property-related documents available from the Metropolitan Government.

Please be sure to scroll down after you click Search so you can see the results. It may take a moment for search results to appear.

Fields

- Permit Number:** If you know the number of the permit, use this field to search for it.
- Street Number:** Type the street number part of the address of the property in question.
- Street Name:** Type the street name part of the address of the property in question. This field has a wildcard automatically built in so if you only know the first part of the name, enter it.
- Street Post Direction:** Select the street post direction part of the address of the property in question.
- Street Type:** Select the street type part of the address of the property in question.
- Sub:** Type the sub part of the address of the property in question. Note: not all subs are populated so if the desired record does not return, leave the sub field blank. This field has a wildcard automatically built in so if you only know the first part of the sub, enter it.
- Parcel Number:** Type the respondent number of the property in question. Do not include any spaces or punctuation and include all leading and following zeros. The field has a wildcard automatically built in so if you only know the first part of the parcel number, enter it. Note: due to the volume of records in the system, it may take time if too broad a search is requested.

Permit Code Document Search

Permit Number:

Street Number:

About

Welcome to the Online Permits System for the Metropolitan Government of Nashville and Davidson County.

Main Government of Nashville and Davidson County is pleased to introduce ePermits to our citizens and the new online multiple online options for various departments with new features open to the general public.

- Codes Services:** Registered contractors can apply for new planning, electrical, gas/hvac, and mechanical building permits, electrical inspections, and pay fees. Non-users can email Codes Trade Permit contact with your registered business number, company name, full address, phone number, fax number and email address. Trade Permit contact information can be found by clicking on contact in the top left corner.
- Trade Services:** Registered contractors can view codes. Public users can search for business.
- New Brand Permits:** Public users can submit an application & pay privilege fee.
- New Brand Renewals:** Public users can submit an application & pay fee.
- Other Services:** Registered contractors can submit an application.
- New Brand Permits:** Public users can apply for new brand registrations, renew current registrations, and pay fees.

Public users can also search permits, licenses, and compliance by address, permit number, APN, license, or contractor. Clicking on the information will offer more search options. To search, simply select what is being searched by by clicking on Permit, License, or Compliance above the search box and then select how to search by clicking on Permit, Address, APN, Contractor, or Compliance. Before the search box, there are search filters and click the magnifying glass icon to search results. Address results will list a business street number and name only.

Public users can get additional information by clicking on the contact in link above and contacting the responsible department directly.

The staff reports are not relevant after the decision has been made for multiple reasons:

- The applicant may have been required to provide revised or additional drawings.
- The decision may have included conditions.
- The decision may have been disapproval.

For those reasons, you will want to look up the permit, rather than the staff recommendation, to see what was actually approved.

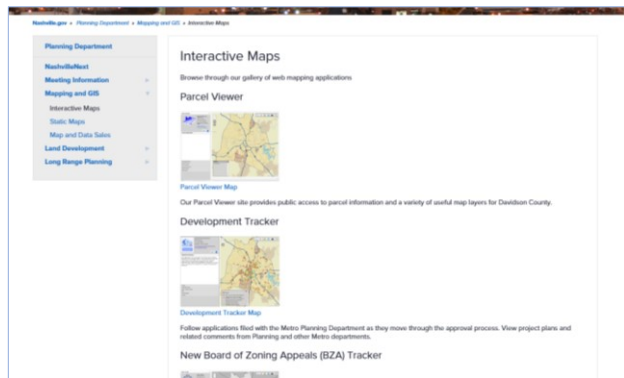
For the first 30 days after a permit has been issued the Preservation Permit can be found on the ePermits site. You can search by permit #, address, owner, contractor, or APN. <https://epermits.nashville.gov/#/>

After 30 days it can be found in the ePAV site: <https://www.nashville.gov/Codes-Administration/Construction-and-Permits/ePAV-for-Permits.aspx>

You are probably thinking this is a bit cumbersome as you will likely have to try two different sites to find what you are looking for. We agree! It is set up this way because of the way other departments use the permitting system but our ITS

Department is exploring solutions that would mean you could just go to one place.
You can always contact us if you have questions. 615-862-7970,
historicalcommission@Nashville,.gov

INTERACTIVE MAPPING

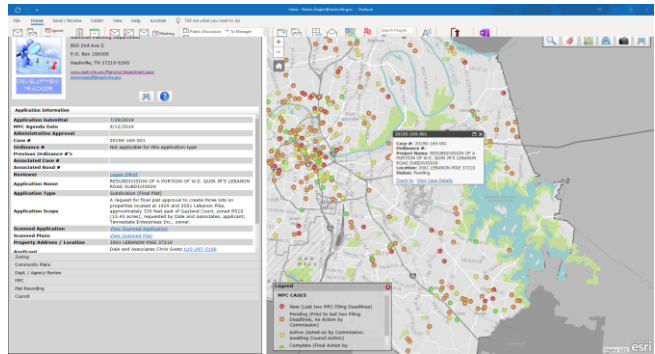


<https://www.nashville.gov/Planning-Department/Mapping-and-GIS.aspx>

ITS and the Planning Department have created a number of different maps--static and interactive--that can assist you with finding information such as the boundary of the overlays.

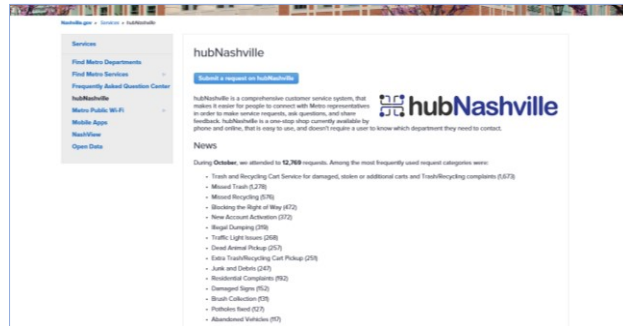
Step-by-step instructions for using the different layers to turn on and off the historic overlays is available from our office.

TRACKING MAPS



We are working with ITS to develop one or two tracker maps, similar to the “Development Tracker.” This would enable you to see current permits and their status. By clicking on any of the dots, you can view the case details and find links to scanned plans.

HUB NASHVILLE



<https://www.nashville.gov/Services/hubNashville.aspx>

We also encourage you to use HUB for those issues we cannot help with. Its useful because you don't have to know which department deals with what you are trying to find out about. Just enter your information and metro will send it on to the correct people.